

STATE OF HAWAII
RECORD OF SMALL PURCHASE

Dept./Agency: _____ P.O. No. _____

Date : _____ Project/Requisition/Work Order No. _____

This form, required for small purchases \$1,000 or more, is for: ☐ Under \$1,000 / \$5,000 (construction)
☐ \$1,000 / \$5,000 to under \$15,000
☐ \$15,000 to under \$25,000 (Attach SPO Form-10A)

QUOTATIONS RECEIVED:

PART A. Description of good/service/construction:
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PART B. Quotations Solicited:				Date of	Amount
AWARD (Check Box)	Vendor Name	Representative	Phone No.	Quote	Quoted
<input type="checkbox"/> 1.					
<input type="checkbox"/> 2.					
<input type="checkbox"/> 3.					
<input type="checkbox"/> 4.					
<input type="checkbox"/> 5.					

PART C. Justification for inability to obtain minimum three quotations, if applicable:

PART D. Justification for award made to other than lowest quotation:

Signature: Employee soliciting quotations

Signature: Procurement Officer/Designee approval

Date: _____

Date: _____

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.